



Pre-Application Conference Request Form
Reference [Article 14 – Administration](#) and [Article 13: Property Development Plan](#)

Permit Number: PAC _____

Date application received: _____

IW #: _____

Prior to submitting an application for development you must schedule and attend a Pre-Application Conference to discuss the procedures, standards, and required supporting materials needed to approve your project. During the Pre-Application Conference the applicant must present a narrative outlining the scope and scale of the proposed development and a site plan that generally shows the property, existing development and proposed development.

Pre-Application Conferences are typically held in person in City Hall on Thursday mornings each week. Pre-Application Conferences for small scale projects may take place via phone, determined on a case-by-case basis. For large scale development or development requiring a Public Hearing the Pre-Application Conference typically precedes a Development Review Committee meeting. Plans, studies, standards and procedures for review and approval of your project will be identified during the Pre-Application Conference.

You may fill out, scan and e-mail this form to Joshw@victorcityidaho.com or you may submit the form to Victor City Hall (32 Elm Street, P.O. Box 122, Victor, ID 83455) attn: Planning Department.

Property Owner's Information

Owner's Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Applicant's Information (if application is other than the owner)

Applicant's Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Is applicant other than the owner? Yes _____ No _____

If applicant is other than the owner a notarized statement authorizing applicant to act as agent for the owner must accompany this application. A sample letter of authorization is available on City of Victor website: [Authorization Letter](#)

Property Information

Street Address of Project: _____

Current Zoning and Use of Property: _____

Location/Legal Description: Section, Township, Range: _____

What type of development are you pursuing with this project or phase of the project? Check all that apply.

- Residential Building Permit (1-2 units) Residential Building Permit (3+ units)
- Commercial Building Permit Phased development project
- Subdivision/Condo Project, Concept Plat Subdivision/Condo Project, Preliminary Plat
- Subdivision/Condo Project, Final Plat Short Plat (small scale subdivision)
- Amendment to an existing Subdivision Plat
- Amendment to a Master Plan Amendment to a Development Agreement
- Rezone/Zone Change Zoning Code Text Amendment Comprehensive Plan Amendment
- Annexation Conditional Use Permit Variance
- Lot Split Lot Line/Boundary Adjustment

Pre-Application Conference Availability

Planning, Engineer and Public Works staff reserve Thursday mornings each week for pre-application conferences. Please indicate additional times/days you are able to meet. Circle all that apply.

Week of: _____

- Monday** – Morning / Afternoon **Tuesday** – Morning / Afternoon **Wednesday** – Morning / Afternoon
Thursday – Morning / Afternoon **Friday** – Morning / Afternoon

Week of: _____

- Monday** – Morning / Afternoon **Tuesday** – Morning / Afternoon **Wednesday** – Morning / Afternoon
Thursday – Morning / Afternoon **Friday** – Morning / Afternoon

Application Submittals

- Letter of Authorization (if applicable)
- Narrative
- Site Plan

I, _____, the applicant, understand that during the Pre-Application Conference I **must present** a narrative outlining the scope and scale of the proposed development and a site plan that generally shows the property, existing development and proposed development.

Applicant's Signature:

_____ Date: _____

Fees:

There are no fees associated with the Pre-Application Conference.

Office Use Only

Permit Number: PAC _____

Reviewed With Applicant by _____ Date _____

Departments present or consulted during Pre-Application Conference

____ Planning ____ Engineering ____ Public Works ____ City Attorney

____ Building Official ____ Fire Marshall _____ Other

Comments _____

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